

OFFICE OF THE DIRECTOR

In reply refer to
Action Memorandum No. A-435

Date 26 October 1964

TO : Deputy Director/Support

SUBJECT : Emergency Planning

REFERENCE:

1. I have received policy approval from the Director to proceed along the lines of modernizing our emergency planning in accordance with some of the discussions which you and I have held. These are: first, the development of the present Headquarters building into a permanent site with the necessary fallout proofing and hardening that would be required to operate under wartime conditions--this would include doing what we can with the present Headquarters building in the way of preparing the lower levels for emergency operations, i.e., consideration of developing steel blinds for the windows, etc., which might enable us to use the bottom two floors under emergency conditions; secondly, planning for an annex building which would have as many, if not more, floors below the ground as it would have above the ground so that it could be in effect an emergency relocation area. I am advised that this thinking is similar to that in other major Government departments and agencies, and believe that we will be able to count on support in any request for funds necessary.

2. I would like to meet with you and those of your staff that should be involved at an early date to discuss how we proceed from here and the general allocation of responsibilities for aggressively developing and pursuing such plans. I am contemplating a complete reorganization of the emergency planning system of the Agency.

SUSPENSE DATE

GROUP 1
Excluded from automatic
downgrading and
declassification

(Classification)

25X1

25X1 I believe that we should abandon the concept [redacted] as a relocation site and re-examine our whole vital records program. We may wish to pursue the policy of having an alternate records site, but it is my belief that it should be further away and in a more protected area than our present system [redacted]

Lyman B. Kirkpatrick
Executive Director

TRANSMITTAL SLIP		DATE	29 Oct 64
TO: Chief, Records Administration Staff			
ROOM NO. 604	BUILDING 1016 16th Street		
REMARKS:			
<p><i>File Vital Records</i></p> <p>Colonel White will call a meeting shortly to discuss the attached.</p> <p><i>JHP</i></p> <p><i>JHP</i></p>			
<p><i>File sent to</i></p> <p><i>meeting in</i></p>		<p><i>10/30/64</i></p> <p><i>attended</i></p> <p><i>Conference</i></p>	
FROM: Special Planning Assistant to the DD/S			
ROOM NO. 7D18	BUILDING Hqs.	EXTENSION	

FORM NO. 241
1 FEB 55REPLACES FORM 36-8
WHICH MAY BE USED.

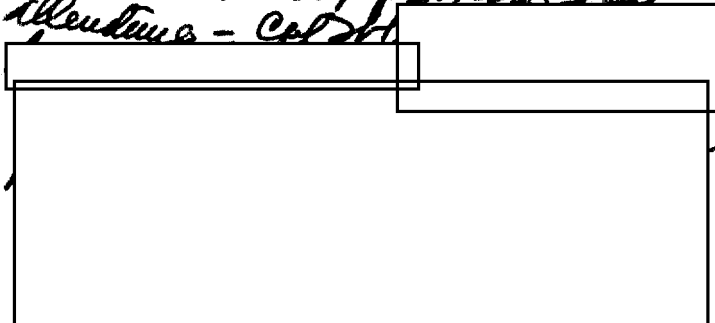
☆ GPO : 1957-O-439445

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Room on 11/2/64 - Consensus
of these people in attendance
was that full out proofing
etc. should be incorporated in
an annex to the Agency/Holgers
Bldg rather than attempting to
modify present Holgers Bldg.
Col White will discuss this
with Mr Korppatrick. In
attendance - Col St



25X1
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